

Committees

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EXECUTIVE OFFICE OF THE PRESIDENT

DD/S

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

55-3373

MEMORANDUM

December 15, 1955

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Action on recommendations in reports of Commission on Organization of the Executive Branch of the Government (Hoover Commission) and Commission on Intergovernmental Relations (Kestnbaum Commission)

This memorandum is issued at the request of Meyer Kestnbaum, Special Assistant to the President.

1. All agencies are requested to publicize their actions to carry out the recommendations of the Commission on Organization of the Executive Branch of the Government (Hoover Commission) and the Commission on Intergovernmental Relations (Kestnbaum Commission). Publicity should be handled in the following manner:

- a. Agencies should make their own public announcements.
- b. Where recommendations can be put into effect by administrative action, announcements should include final-type actions only, rather than plans to carry out recommendations or to draft orders or other papers. With respect to legislation, final action by the executive branch would mean the preparation, clearance, and transmission to the Congress of the proposed legislation.
- c. Public statements concerning adoption of recommendations of the two Commissions should contain reference to the particular Commission (Hoover Commission or Kestnbaum Commission) and identify the specific report(s) and recommendation numbers (if available) concerned.

2. It is suggested that the following procedure be used by the agencies in taking actions with respect to adoption of recommendations of these Commissions:

- a. All actions to carry out recommendations which require legislation, Executive orders, or budgetary authority should be handled in accordance with the normal executive branch procedure in each case.
- b. Actions which agency heads determine should be taken to carry out recommendations of the Commissions and which are within their present authority, should be taken as soon as possible without further clearance.

- 2 -

c. In all cases where agencies take action within their present authority, the following offices should be advised, in writing, of the action taken, the relationship to all Commission recommendations concerned, and the effective date of the action:

- (1) Send 2 copies of this advice to:
Murray Snyder, Assistant Press Secretary,
The White House
- (2) Send 2 copies of this advice to:
The Bureau of the Budget.

ROWLAND R. HUGHES
Director

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COMPTROLLER